

**COMMUNITY DEVELOPMENT SERVICES
STUDY SESSION
MINUTES**

DATE: November 17, 2003

COMMISSIONERS PRESENT: Max Golladay, Perry Huston, Bruce Coe

DEPARTMENT HEAD: David Taylor

OTHERS PRESENT: Allison Kimball

TOPIC:

1. WSU Survey
2. Staffing Contingency Plan
3. Appeal Process
4. Planner PAF 4%
5. Code Enforcement PAF 3.5%
6. Misc Discussion

DISCUSSION:

1. David Taylor introduced the question, how were the recipients of the survey determined. He also stated he would be giving a copy of the survey to the Farm Bureau on Thursday. Bruce Coe suggested that perhaps registered voters were the intended recipients of the survey. Max Golladay said no one is sponsoring the survey that he knows of. He & David agreed that we need to formulate the best way to respond and that David would prepare a letter.
2. David introduced that the level of service will be impacted due to the CDS reduced staff. He recommended option #3 in his memo; He recommended that the vacant positions remain vacant and that the county contract with Trendwest instead. Max Golladay asked why David wouldn't recruit for one of the positions at the same time. David suggested that an intern be trained and brought on as entry level. Perry Huston added that option #2 in the memo was identical to what the Board denied during budget hearings. He added that the two intern positions are under staffing agreement with the wind farms, and CDS should hire an interim planner position while advertising to fill the vacancy left by Chad Bala; or contract with Trendwest to have a planner work on the

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larger, more complex projects, and hire a "tech" to do the mindless work. Max said that no RFP would be required, just a personal contract. Perry added that an RFP type of notice would be required stating the scope of work, funding, etc. Perry questioned Chad Bala's PAF/resignation; taking two weeks of vacation at the end of his four week notice, which would take his last day in to December, hence making the County pay an additional month of benefits to him. Bruce Coe questioned whether Chad had intended to do that just to get himself more money/benefits. David stated it's all in writing, and also Pat Deneen didn't want Chad to begin work right away because it may appear to be a conflict of interest.

3. Perry Huston stated that the remaining Planners should be trained to better understand the Appeal Process, using the Larry Putnam appeal that Jan Sharar was handling, as a prime example. He also added that David needs to make sure Bala's projects are all taken care of.

4. Planner, Clay White PAF requesting 4%

5. Code Enforcement, Lisa McPherson PAF requesting 3.5%

6. Max Golladay stated that he's been hearing some rumor that the "Planning" department is falling apart and suspects one of the Planners is a source of info to the outside. He added that he specifically heard it from the Phoenix Group. David Taylor stated the appointments/meetings that he had during the next week.

ACTION:

1. Instructed David to prepare letter.

2. No action.

3. No action.

4. Approved.

5. Denied.

6. No action.